



# Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Policy Analyst

**Institute:** Grantham Research Institute on Climate Change and the Environment

**Accountable to:** Grantham Policy Fellow

Criteria	E/D
<b>1. Knowledge &amp; experience</b>	
<ul style="list-style-type: none"> <li>• <b>Postgraduate degree or equivalent and some work experience in climate change policy, environmental policy, energy policy, environmental economics, economics, international relations or a related field</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Knowledge and experience in applied research, policy analysis and a range of climate change related disciplines</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Strong analytical skills with the ability to produce high-quality policy analysis in a timely manner, including ability to analyse and research complex ideas and apply appropriate methodologies</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Experience of producing high-quality analysis aimed at decision-makers in the public, private or third sector about climate-related issues</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Good understanding of domestic and international policies on climate change</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Experience of managing projects and of contributing as a project team member</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Experience of drafting and editing high-quality reports</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Excellent and proficient IT skills, including PowerPoint, creation and development of databases and use of related software</b></li> </ul>	D
<ul style="list-style-type: none"> <li>• <b>Knowledge and experience of climate change adaptation and resilience and/or the 'just transition'</b></li> </ul>	
<b>2. Communication</b>	
<ul style="list-style-type: none"> <li>• <b>Excellent interpersonal and communication skills, including excellent written and oral English, with the ability to communicate with internal colleagues, collaborating institutes and external bodies</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Ability to communicate complex ideas and technical issues to a range of different non-technical audiences</b></li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Excellent presentation skills</b></li> </ul>	E



<b>3. Teamwork and motivation</b>	
<ul style="list-style-type: none"><li>• Ability to both work independently and as part of a team within the Grantham Research Institute and across relevant research groups</li></ul>	E
<ul style="list-style-type: none"><li>• Ability to work in a fast paced and high-level environment</li></ul>	E
<ul style="list-style-type: none"><li>• Ability to self-learn and keep pace of developments in a complex, dynamic and fast-moving area</li></ul>	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.